
TO: BIDDERS THAT ATTENDED COMPULSORY BRIEFING SESSION

**SUBJECT: QUESTIONS AND ANSWERS, COMPULSORY BRIEFING SESSION:
DIGITAL AND MANUAL TRAVEL MANAGEMENT SERVICES TO
NAMC FOR A PERIOD OF 3 YEARS, BID NUMBER: NAMC - RFQ
1558**

DATE: 03 NOVEMBER 2025

BELOW ARE THE QUESTIONS AND ANSWERS AS PER **COMPULSORY BRIEFING SESSION ON
THE 31 OCTOBER 2025:**

QUESTIONS	ANSWERS
1. Does NAMC have BANK CARD SYSTEM (OBT)?	The payment methods will be discussed with successful bidders upon the award.
2. Can the pricing schedule include Other costs like refund fees?	Other costs like refund fees can be discussed and negotiated during the award and Agreement time.
3. Can the pricing schedule include Online implementation fees?	Online fees must be incorporated per rate into Bidder's rate in column D and G (Transaction costs).
4. Bidders raised concern with the fixed rate for EVENTS AND CONFERENCES and that it should be changed to percentage of the Pos Amount.	EVENTS AND CONFERENCES requires percentage of the Pos Amount. See the attached Pricing schedule Bidders must use the attached Pricing schedule accompanied with QUESTIONS AND ANSWERS

Yours Faithfully

NAMC - SCM

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Date: 03 November 2025